ESF 5: Emergency Management

Table of Contents

1.0 Introduction

Coordinating Agency:

- Lewis & Clark County Disaster & Emergency Services (LCCO DES)

Primary Agency:

- Lewis & Clark County Disaster & Emergency Services

Support Agencies:

- Chief Elected Officials
- Local Government Agencies
- Department Heads
- Local School Districts
- Local Hospitals, EMS & Clinics
- Capital City Amateur Radio Club (CCRC)/Amateur Radio Emergency Services (ARES)
- Local Volunteer Organizations (NGOs, CBOs, FBOs, VOAD , etc.)

- Private Industry
- Montana Disaster & Emergency Services (DES)
- Montana Department of Transportation (MDT)
- Montana Highway Patrol (MHP)
- Montana Army National Guard (MANG)
- Civil Air Patrol (CAP)
- American Red Cross (ARC)
- United Way

1.1 Purpose

The purpose of *Emergency Support Function (ESF) #5: Emergency Management* is to collect, analyze, and share information about a potential or actual emergency or disaster to enhance the response and recovery activities of the local governments. Emergency Management supports overall activities for incident management and to maintain the Emergency Operations Center (EOC) in a state of readiness.

1.2 Scope

This ESF is most applicable to the local governmental departments and private and volunteer organizations that commonly report to the EOC during an activation. These agencies are found above as support agencies. It is applicable to all other agencies and jurisdictions in that they have a requirement to provide situation reports when their organization has been affected by an event.

ESF 5 facilitates information flow in the pre-incident prevention phase in order to place assets on alert or to pre-position assets for quick response. During the post-incident response phase, ESF 5 transitions and is responsible for support and planning functions. ESF 5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations for large scale incidents. This includes alert and notification, staffing of the EOC, incident action planning, provide support to operations, logistics and material direction and control, information

management, facilitation of requests for State assistance, resource acquisition and management, worker safety and health management, facilities management, financial management, and other support as required.

1.3 ESF Activation & Plan Maintenance

ESF 5 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 5 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

1.4 Policies

❖ The Incident Command System (ICS) should be used in any size or type of disaster to manage response personnel, facilities, and equipment.

❖ The on-scene Incident Management Team (IMT) is in charge of managing the incident situation from the Incident Command Post (ICP). ESF 5 operations should support, not supersede, IMT operations.

❖ The IMT should establish response objectives and resource allocation priorities. The ESF 5 activities should be in support of, not duplication of, these operations.

❖ ESF 5 should be coordinated from the Lewis & Clark County Emergency Operations Center (EOC) or alternate site if the EOC is non-operational.

❖ The EOC will be managed by the County DES Coordinator or designee.

❖ ESF 5 is responsible for coordinating the County support infrastructure in the affected area in anticipation of requirements for prevention, response, and recovery and in support of the Incident Management Team activities.

❖ Local governments and departments should participate in the incident action planning process coordinated by the Incident Management Team.

❖ ESF 5 provides/recruits representatives to staff key positions in the EOC.

❖ ESF 5 staff establishes required field facilities, supplies, and equipment to support response activities related to the management of disasters or emergencies.

❖ Lewis & Clark County DES supports the implementation of written mutual aid agreements to ensure a seamless resource response to affected areas.

2.0 Situation & Assumptions

2.1 Situation

❖ Emergencies or disasters may occur in a local jurisdiction at any time causing significant human suffering, injury and death, public and private property damage, environmental degradation, economic hardship to businesses, families, individuals, and disruption of local government. These hazards are identified in the Pre-Disaster Mitigation Plan (PDM) which is a supporting document to the EOP.

2.2 Assumptions

❖ There will be an immediate and continuing need to collect, process and disseminate situational information, to identify urgent response requirements during a disaster (or the threat of one) and to plan for continuing response, recovery and mitigation activities.

❖ Assessment of damage impacts and EOC operations may be delayed due to minimal staffing. Local governments impacted the most will be given priority for assistance and support as needed and available.

❖ During the early stages of the event little information will be available and the information received may be vague and inaccurate, verification of this information and caution can delay response to inquiries.

❖ Reporting from the local government to the EOC will improve as the event matures.

❖ Reporting of information may be delayed due to damaged telecommunications infrastructure.

3.0 Concept of Operations

3.1 General

❖ The local agencies and organizations located in the EOC should work to meet the information requirements of the EOC staff. This may include receiving periodic reports from field representatives. Additionally the EOC staff may be required to request information from liaisons or coordinators to the local jurisdiction to meet a specific requirement. The DES Coordinator should designate an individual to oversee Information Analysis and Planning.

❖ The Planning Section is responsible for the management of the information received in the EOC. This section is responsible for collecting, analyzing, verifying, reporting, and displaying current information. This information may be utilized as action plans are developed.

❖ The local agencies represented in the EOC should develop their own reporting procedures/guidelines with their field representatives. The information requested may be necessary to meet the incident needs of the local agency and EOC staff. The information should be shared by posting status boards, making announcements, routing messages to other member of the staff, and preparing periodic situation reports (SITREPS).

❖ Emergency management should forward a copy of the Declaration of Emergency to the MT State ECC by email, facsimile and/or hard copy.

3.2 Notifications

❖ The DES Coordinator should notify the Support agencies of EOC activations and request that representatives report to the EOC to coordinate ESF-5 activities.

❖ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with ESF 5 activities.

3.3 Preparedness

Primary Agency

❖ Prepare a standard template for Declaration of Emergency or Disaster.

❖ Prepare standardized reporting formats and forms, and establish reporting procedures/guidelines to include development of display boards.

❖ Maintains the Emergency Operations Plan (EOP) and the emergency management program of the county. Annually reviews the plans and makes necessary corrections, changes and additions. Advise and assist other agencies and local governments in the development of emergency or disaster plans and programs in compliance with applicable County, State, or Federal laws, rules, regulations, and executive orders.

❖ Coordinates emergency and disaster related training and orientation to county and local officials to meet the NIMS/ICS requirements and to familiarize them with emergency or disaster related responsibilities, operational concepts, and procedures/guidelines.

❖ Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding personal safety or survival, emergency response actions, and details of disaster assistance programs. After an emergency or major disaster declaration, local information programs should be coordinated with those of state or federal government.

❖ Establish and maintain a county wide capability to provide warning to the public through available warning systems such as the Emergency Alert System (EAS), radio/television, sirens, and telephone notification systems.

❖ Makes available emergency preparedness information and presentations to the public.

Support Agencies

❖ Maintain a working knowledge of reporting formats and procedures/guidelines.

❖ Participate in the training and exercise programs available to improve readiness to respond.

❖ Assist with the promotion of preparedness.

3.4 Response

Primary Agency

❖ Collects, displays, and documents the information provided to the EOC staff, this documentation is necessary for the recovery process.

❖ Assesses the information provided and shares with the appropriate EOC representative or State DES as needed.

❖ Assesses the information provided and develops and recommends action strategies.

- ❖ Coordinates and prepares periodic SITREPS and distributes as required.
- ❖ Requests special information from local governments and volunteer organizations, as necessary.
- ❖ Review PIO statements for accuracy.
- ❖ Prepares the Elected Official's Declaration of Emergency and any amendments.
- ❖ Receive and process requests from local government for specific State and Federal emergency and disaster related assets and services.
- ❖ Coordinate County assets to support local government and agencies in need of supplemental emergency or disaster assistance.

Support Agencies

- ❖ Collects information from their field representatives and shares with the EOC staff, as appropriate. This documentation is necessary for the recovery process.
- ❖ Assesses information specific to their agency and makes recommendations to the EOC Manager on actions to be taken.
- ❖ Makes requests of field representatives for pertinent information.
- ❖ Review PIO statements for accuracy.

3.5 Recovery

Primary Agency

- ❖ Continue to gather information prepare and distribute SITREPS, as needed. Review PIO statements for accuracy.
- ❖ Prepares the Elected Official's terminating the Declaration of Emergency.
- ❖ Create and coordinate an ad hoc Recovery Task Force from local representatives to assist with recovery phase operations and Continuity of Operations Plans (COOP).
- ❖ Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.
- ❖ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.
- ❖ Procure all available documentation of event for archiving.

Support Agencies

- ❖ Continue to provide information to the EOC staff, as needed.
- ❖ Coordinate with the Recovery Task Force to assist with recovery phase operations and COOP.
- ❖ Review PIO statements for accuracy.

❖ Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned.

❖ Procure all available documentation of event for archiving.

3.6 Mitigation

Primary Agency

❖ Mitigation activities may be conducted in the response and recovery phases as well as in the planning process for emergencies and disasters. Mitigation activities may include surveys, mapping, prevention, property protection, public education and awareness, natural resource protection, emergency services or structural projects. Lewis & Clark County's Pre-Disaster Mitigation Plan (PDM) is a supporting document to the EOP.

Support Agencies

❖ Mitigation activities should be supported through the City and County Planning Commissions and Local Emergency Planning Committee (LEPC).

4.0 Organization & Responsibilities

4.1 Organization

❖ The EOC is organized under the basic concepts of the National Incident Management System (NIMS), The Incident Command System (ICS) and consists of several functional areas: Policy Group, EOC Manager, Public Information, Liaison, Operations, Planning, Logistics, and Finance/Administration. Under the NIMS/ICS structure areas of command have room to expand and contract as needed.

❖ Local governments have the responsibility to provide support consistent with the ESFs which support the ICS structure.

4.2 Responsibilities

ESF Coordinator

❖ Initiates actions to identify, staff, and operate the EOC on a 24-hour basis as needed.

❖ Maintains the County EOP and associated plans.

❖ Attends LEPC meetings.

❖ Coordinate Public and Individual Assistance programs with local, state, and federal government as needed.

❖ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events

Primary Agency

- ❖ Coordinates Emergency Management support to the Incident Management Team.

- ❖ Develops procedures/guidelines on how to coordinate ESF-5-related needs.

- ❖ Ensures that personnel receive training in order to carry out their responsibilities.

- ❖ Works with support agencies to develop and maintain a working relationship and procedures/guidelines to activate needed support activities.

- ❖ Provide ongoing status reports as requested.

- ❖ Procure all available documentation of event for archiving.

- ❖ Conduct and participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned

- ❖ Assist in identifying personnel and resources to support this Annex.

- ❖ Work with LCCO organizations to keep this Annex up-to-date.

Support Agencies

- ❖ Work with the primary agency to develop and maintain a workable emergency management function.

- ❖ Develops and maintains their own SOP/SOGs for response to requests for support.

- ❖ Attend Local Emergency Planning Committee (LEPC) meetings.

- ❖ Participate in the post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned

- ❖ Assist in identifying personnel and resources to support this Annex.

- ❖ Work with LCCO DES to keep this Annex up-to-date.

5.0 Authorities and References

5.1 Authorities

- ❖ *See Section 5.1 of Basic Plan.*

5.2 References

- ❖ *See Section 5.2 of Basic Plan.*

- ❖ **Lewis & Clark County EOP. May 2011**. ESF 5 – Emergency Management.

- ❖ **National Response Framework.** January 2008. ESF 5 – Emergency Management.

- ❖ **Core Capabilities List. October 2015.**

6.0 Attachments

Attachment 1: Acronyms

Acronym	Meaning
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CAP	Civil Air Patrol
CBO	Community Based Organization
CCRC	Capitol City Radio Club
COOP	Continuity of Operations
DES	Disaster And Emergency Services
DESC	DES Coordinator
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBO	Faith Based Organization
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
LCCO	Lewis & Clark County
LEPC	Local Emergency Planning Committee
LIST	Local Incident Support Team
MANG	Montana Army National Guard
MCA	Montana Code Annotated
MDT	Montana Department of Transportation
MHP	Montana Highway Patrol
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NRF	National Response Framework
PDM	Pre-Disaster Mitigation
PIO	Public Information Officer
SECC	State Emergency Coordination Center (Montana)
SITREP	Situation Report
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure

Attachment 2: Definitions

None Identified

Attachment 3: EOC Operations Guide

EOC Operations Guide